



United States
Department of
Agriculture

Office of the
Assistant Secretary
for Administration

Office of
Procurement and
Property
Management

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TO: Procurement Council Members

FROM: Todd Repass, Chief
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NOV 26 2008

SUBJECT: SmartPay2 – GO LIVE

This is a reminder that beginning November 30, 2008, the Department of Agriculture (USDA) will complete the transition of all its charge cards—travel, fleet, and purchase—from Bank of America (SmartPay) to US Bank (SmartPay 2). All Bank of America card accounts will be closed at 11:59 PM EST on November 29, 2008; all US Bank cards will be available for use at 12:01 AM EST on November 30, 2008. **Please note that Bank of America cards may no longer be used after November 29, 2008.**

USDA has taken steps to transition current Bank of America purchase card holders, fleet vehicles, and travel card holders to US Bank with as little disruption as possible. The USDA Charge Card Service Center (CCSC-OPPM) has provided updates to your agency's Agency Program Coordinators and Local Agency Program Coordinators for both purchase and fleet business lines through a succession of emails and we have developed a charge card program website (<http://usda.gov/procurement/ccsc>) to provide updates to the charge card community. Attachment 1 provides helpful data regarding three significant transition areas.

Thank you in advance for your cooperation and diligence as USDA transitions to US Bank under SmartPay 2. This is a very exciting time for the Program and we are depending on our APCs and LAPCs under your leadership to aid the CCSC in providing guidance to your respective agencies as we transition to a more efficient, effective, and transparent Charge Card Program at USDA. If you have any questions, please contact your APC. If they are unable to answer your questions or you do not know who your APC is, please contact John T. McCain at 202-401-2225 or john.mccain@usda.gov or the Charge Card Service Center at ccsc@usda.gov.

Attachment

SMARTPAY2 – GO LIVE INFORMATION

US Bank's Access® Online system provides a means for account setup and maintenance, transaction management (including account reconciliation), and program oversight. This bank system replaces PCMS for purchase and fleet and will be the tool for account management for all three business lines. Here are some important points regarding three significant areas of the transition:

TRAINING

- Training for using Access® Online has been underway since early October.
- Initial training for purchase card coordinators has been completed.
- Training for travel and fleet coordinators is ongoing, with sessions planned through mid-December.
- Specific training requirements for users of all three business lines are provided at USDA's Charge Card Service Center website, www.usda.gov/procurement/ccsc/.
- Based on information provided by USDA, US Bank has developed policy training modules for all three business lines; these are available as lessons in the Bank's web-based training. **PLEASE NOTE:** The purchase card policy module has been created so that it has a different orientation for each of three roles—cardholder, AO, and coordinator. Individuals who have multiple roles should take the policy module under each role.
- Purchase card policy and Access® Online system training for current purchase cardholders and approving officials (AOs) is being provided through US Bank's web-based training site, <https://wbt.access.usbank.com>. Card accounts will be temporarily closed for cardholders and AOs who have not completed this training by January 30, 2009.
- Purchase cardholders and AOs are also required to take on-line training in Ethics—Government Purchase Card, Green Purchasing, and Section 508. Links to these are provided on the CCSC website, and in the list of required training for each role that is being re-sent to Agency Program Coordinators for dissemination within each agency.

REGISTRATION FOR ACCESS® ONLINE

- Access® Online can be found at <https://access.usbank.com>.
- Cardholders must register by clicking the Register Online link and entering information as prompted by the system.
- Coordinators and AOs will receive their IDs and initial passwords from US Bank by November 30. Those who are also cardholders must have the card account numbers available to allow access to their card accounts.
- US Bank provides a Quick Reference guide for Online Registration (Document 32) as one of the User Guides in the web-based training (<https://wbt.access.usbank.com>).

- **REMINDER:** Online registration requires the Organization Short Name (which is **USDA** for all agencies) and the zip code associated with the account. For travelers, this is the home address zip code; for purchase cardholders, it is the zip code associated with the purchase card account—most likely the cardholder's office zip code. Check with the Local Agency Program Coordinator (LAPC) to verify the zip code if there is any uncertainty.
- Once registration is complete, the cardholder must log in and add the appropriate account(s)—travel and/or purchase. Choose the My Personal Information link from the left side navigation bar, and then select Account Access and Add Accounts.

PCMS

- PCMS will be used to reconcile transactions charged on the Bank of America card.
- These transactions must be reconciled by December 30, 2008.
- PCMS will be available for oversight purposes until the end of March 2009, rather than June, as had previously been estimated.